

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-149 **Issue Date:** 10-18-12 **Closing Date:** 10-24-12

Certified Paralegal
Office of the Prosecutor
Tribal Administration
Hourly Wage: DOQ/Full-Time/Regular

The Certified Paralegal provides legal assistance to the Yakama Nation Prosecutor by investigating facts, preparing legal documents and researching legal precedent to prepare for tribal, state and federal hearings and/or trial. Conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action. Performs the bookkeeping functions associated with the operation and maintenance for the Office of the Prosecutor.

Knowledge, Skills and Abilities:

- Knowledge of Revised Law & Order Code of the Yakama Nation.
- Knowledge of the Indian Child Welfare Act and Indian Civil Rights Act laws, regulations, and case law.
- Knowledge of the legal system and court procedures in general, and specifically the Yakama Tribal Court criminal system and juvenile justice system.
- Knowledge of basic principles, practices and procedures of governmental accounting.
- Knowledge of basic grant and contract policies and procedures.
- Knowledge of research techniques, including statistical analysis and data collection.
- Knowledge and proficiency use of a computer and assorted software including: JD Edwards, Word, Excel, Power Point, and Access.
- Knowledge of interviewing techniques to obtain detailed information.
- Ability to be culturally sensitive to the traditions and customs of the Yakama Nation.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to enter, transcribe, record, store, or maintain information in written or electronic/magnetic form.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to work under stressful conditions and demonstrate good morals and temperate habits.
- Ability to understand and execute oral or written instructions.
- Ability to formulate and present ideas and information clearly in written form.
- Ability to use correct grammar and punctuation in preparation of written documents.
- Ability to plan, prioritize, and organize work to complete assignments in a timely manner.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to exercise diplomacy when dealing with people in sensitive situations.

General Recruiting Indicators:

- Bachelor of Arts/Bachelor of Science degree in justice services, business administration, or related field. An Associate of Arts degree in paralegal studies, justice services, business administration or related field and two years paralegal and litigation experience in a professional law office may replace requirement for Bachelor's Degree. Paralegal Certificate from an American Bar Association (ABA) certified program preferred.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Required to successfully pass a background check prior to employment. No person may be employed that has a felony conviction or any conviction for Domestic Violence or Violent Crime.
- Must possess a valid Washington State Driver's License with ability to obtain a tribal driver's permit.
- Must present a highly professional image and outstanding customer service to internal and external clients.
- Must maintain strict confidentiality.
- Proven record of regular and punctual attendance; strong work ethics.
- Must have no past, current, or pending dependency action in the State of Tribal Courts.